



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



ELECTRONIC REQUEST FOR QUOTES

ADOT SOLICITATION REFERENCE NUMBER: **T07-12-00006**

Commodity Code: 0910-0039

Description: **Janitorial Services for the Kingman Port of Entry (POE)**

DUE DATE: September 8, 2006

at 5:00 P.M. MST

DATE POSTED: August 18, 2006

SITE VISIT: See Paragraph 1.1 on page 2.

Opening and Submittal Location: Arizona Department of Transportation
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276

REPLY TO: FAX: (602) 712-8647

Responsible Contract Officer: Hector Rojas

Phone: (602) 712-8584

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

TABLE OF CONTENTS

PAGE

Title Page	1
Section 1.0, Scope of Work	2
Section 2.0, Uniform Terms and Conditions	9
Section 3.0, Special Terms and Conditions	10
Section 4.0, Uniform Instructions to Offerors	18
Section 5.0, Special Offer Submittal Instructions	19
Exhibit 1 – Custodial Check Lists	21
Exhibit 2 – Communication Log	28
Exhibit 3 – Certificate of Insurance	29
Attachment 1 – Price Sheet	30
Attachment 2 – Offer and Contract Award	31
Attachment 3 – References	32
Attachment 4 – Bidder's Organization	33
Attachment 5 – Bidder's Qualifications	35
Attachment 6 – Substitute W-9	36

1.0 **SCOPE OF WORK**

Pursuant to the provisions of the Arizona Procurement Code, A.R.S. §41-2501 et seq., the Arizona Department of Transportation (ADOT) herein referred to as the Department intends to establish a contract for **Janitorial Services for the Kingman Port of Entry (POE)**. The Contractor shall provide all the necessary personnel, cleaning supplies, paper products, and equipment to clean the specified buildings in accordance with the contract requirements.

1.1 **WORK LOCATIONS**

Bidders are strongly encouraged to visit the site locations and carefully examine the proposed work and satisfy themselves as to the man-hours and conditions to be encountered in performing the work. **Please contact the site coordinators noted below to arrange an on site inspection.** Submission of a bid is prima facie evidence that the Bidder has examined the work site, understands all work requirements and is aware of all conditions that might impact work performance.

NOTE: All square footage is approximate. Contractor shall be responsible for correct square footage measurements.

<u>Location:</u> Kingman POE Junction Hwy. 68 & 93, Kingman, Arizona 86402	
Employees	4
Average customers per day:	800
Restrooms:	5
Carpet Square footage:	1275 sq. ft.
Ceramic tile Square footage:	738 sq. ft.
Linoleum	730 sq. ft.
Other	1548 sq. ft.
Total Square footage	4291 sq. ft.
Site Coordinator:	Sgt. Kelly Lightfoot (928) 565-2222

Janitorial services are to be performed seven (7) nights a week, Sunday through Monday, between the hours of 6:00 P.M. to 6:00 A.M., **including** holidays.

1.2 **WORK SCHEDULE**

In the event that the normal day to clean is a State holiday, the Contractor shall perform the service on the working day PRIOR to the holiday.

The Contractor shall adhere to the approved work schedule submitted to the Contract Officer and shall complete all routine work during the calendar week in which it is scheduled unless circumstances occur which are beyond the control of the Contractor. All scheduled work NOT completed during the week scheduled shall be reported to the Department in writing on the first workday of the following week. The report shall include an explanation of WHY the work was not completed and plans for getting the work back on schedule. If the Contractor falls behind schedule at any time, additional workers shall be assigned at no additional cost to the Department until the work is back on schedule.

Note: The Contractor SHALL submit a Master Calendar (12 month Calendar) for work to be performed on the monthly and quarterly services. This master calendar will furnish the exact dates and specific work to be performed at that scheduled time. The master calendar SHALL be supplied to each location and approved by each Site Coordinator.

1.3 REQUIRED DAILY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING. *Daily is defined as any day a location is serviced. For example, if a location is serviced once a week, all daily services shall be completed that day.*

Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all entrance/exit mats. Moveable items shall be moved and the contractor shall sweep underneath moveable items and return to original position.

Damp mop floors and use disinfectant/germicide solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments. Moveable items shall be moved and the contractor shall mop underneath moveable items and return to original position. Vacuum all carpeted areas to include along baseboards, corners and under desks. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic. Moveable items shall be moved and the contractor shall vacuum underneath moveable items and return to original position.

Machine buff high traffic areas.

Thoroughly clean all glass partitions, building entry/exit doors, all glass/plexi-glass furniture surfaces, interior/exterior glass doors.

Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces light switches, doorframes, railings, walls, partitions, doors and fixtures.

Clean and sanitize telephones with germicide detergent.

Empty, clean, and damp wipe all cigarette urns and ashtrays, if applicable. (Refill with sand as needed).

Empty and clean all wastebaskets. Replace plastic liners, as necessary. Return all baskets to proper positions. All trash shall be removed from the building and emptied into the outside dumpsters. Wastebaskets are not to be removed from any complex.

Blue recyclable wastebasket contents (white and computer paper only) shall be deposited in the outside recycle bin(s) as designated by the Site Coordinator(s). NOTE: Contents from the blue recyclable wastebaskets SHALL NOT contain shredded paper or cardboard.

Boxes, cans and papers placed near a trash receptacle marked "TRASH" shall be removed by the Contractor.

Clean, sanitize and polish all drinking fountains.

Clean and damp wipe all pencil sharpener containers.

Perform low dusting on all desks, chairs, file cabinets, and similar types of office furniture and equipment (typewriters, business machines and equipment of similar nature shall not be dusted by the Contractor)

Contractor is not to dust personal items (i.e. plants, pictures, etc.) Contractors are responsible for lobbies such as those found in an MVD office or Directors office. Contractor should consult with Site Coordinator regarding cleaning to be done in lobbies.

Break room/Employee lounge: Contractor shall clean and disinfect all sinks, trash receptacles, clean **outside** of microwave, refrigerator, and stove with an all purpose cleaner/glass cleaner to remove spills, food residue and fingerprints. All counter tops, furniture, and cabinets shall be cleaned with approved supplies.

1.4 REQUIRED WEEKLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING

Sweep all sidewalks around facilities.

Spray buff all floors.

Perform low dusting of shelves, portable fans to include blades and protective screens, picture frames, hangings, wall ornaments, ledges, window sills, venetian blinds, handrails and woodwork (such as baseboards) located at the low level of the office above 6 feet above the floor level.

Clean all interior wall glass windows, window walls and sidelights, display cases, directory boards, draft shields on windows, mirrors and adjacent trim.

Polish furniture surfaces that require polishing.

1.5 REQUIRED MONTHLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING

Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, light fixtures, ceiling fans, air duct vents and areas around air duct vents and grills, etc. Remove cobwebs from high corners.

Thoroughly vacuum all window blinds, drapes, and upholstered and non-upholstered furniture, including all chairs, sofas, and lobby and/or lounge furniture.

1.6 REQUIRED QUARTERLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING

Thoroughly clean all doors, walls, baseboards, ledges, countertops, partitions, light fixtures and heating/cooling vents.

Shampoo all carpets and mats. Extraction method shall be used for all carpets. Contractor shall use a splashguard or equal and/or make sure vinyl base is clean of splashed/spillages.

Strip and wax all floors in accordance with floor care instruction, if applicable. Remove wax build up including corners and edges. Contractor shall remove floor finish solutions from baseboards, furniture, trash receptacles and other areas and items that have been splashed with floor finish solutions. All chairs, trash receptacles, and easily movable items are to be moved so as to clean underneath them and they shall be returned to their proper position when complete. It shall be the responsibility of the Contractor to use products and methods that insure a durable and lasting application when stripping and waxing the floors. The process that the Contractor will employ is subject to the review and approval of the Department. If the methods that are utilized subsequently fail to achieve the desired quality standards, the Department may require a more frequent schedule at an additional cost that would be based on the Extra Labor Hourly Rate unit bid prices. Use non-skid wax only on all floors.

Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables.

Clean interior and exterior windows. Remove and reattach all blinds, screens, or similar items as necessary to appropriate windows.

1.7 REQUIRED DAILY SERVICES – RESTROOMS

Refill all soap, toilet tissue, towel, seat cover, sanitary napkin/tampon dispensers, toilet and urinal bowl deodorizer, deodorant containers, spray deodorizers, urinal tablets, and waste receptacle liners, as needed. The Contractor shall provide ALL supplies. Adequate levels of all supplies are to be maintained at all times. At least one-half roll of toilet paper shall be in evidence on each spindle at all times.

Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as needed. Return baskets to proper positions. All trash shall be removed from the building and emptied into the dumpsters available outside.

Clean all mirrors with glass cleaner.

Clean and polish all metal surfaces, dispensers and furniture.

Clean and disinfect all countertops, washbasins, toilet bowls, toilet seats, urinals, stalls, stall doors and showers. Add chlorine tablets in all urinals, where applicable.

Disinfect underside and tops of toilet seats.

Wipe all walls and partitions clean of splashes, fingerprints, graffiti, smears, and dirt. Sweep floors and wet mop with germicidal solution. Chairs, trash receptacles and easily removable items shall be removed and swept under and returned to original position.

1.8 REQUIRED MONTHLY SERVICES – RESTROOMS

Pour bucket of water (with disinfectant solution) in floor drain, if required.

Clean underside of basins, including hardware, using stainless steel cleaner or metal polish.

Thoroughly clean all walls and toilet partitions with high-strength detergent.

Dust or vacuum all vents and areas around vents.

Buff all floors.

Descale all toilet bowls, urinals, and showers.

1.9 REQUIRED QUARTERLY SERVICES – RESTROOMS

Perform high dusting, vents, window ledges, high corners, light fixtures, etc. Remove cobwebs from high corners.

Strip and wax all floors.

1.10 ADDITIONAL SERVICES

Other cleaning and additional services shall be done as requested by the Department Site Coordinator(s). These services shall be paid for using the Extra Labor Rate unit bid prices.

1.11 **SPECIAL INSTRUCTIONS REGARDING CERAMIC TILE**

Do not acid clean.
Sweep or vacuum surface
Use tile and grout cleaner with clear water and apply to surface.
Allow solution to sit for three to five minutes.
Agitate with sponge or mop.
Mop up solutions.
Rinse mop and change cleaning solution at least every 500 sq ft.
Rinse thoroughly with clean water
Dry mop floor to remove moisture or pick up residue with a wet-vac.
Cleaners containing acid, vinegar, or bleach **SHALL NOT BE USED.**

1.12 **EQUIPMENT AND SUPPLIES**

The Contractor shall furnish ALL equipment, materials and cleaning supplies INCLUDING, but not limited to, toilet tissue, hand towels, toilet and urinal bowl deodorizers, spray deodorizers, hand soap, sanitary napkins/tampons, chlorine tablets, toilet seat liners, and waste receptacle liners necessary to properly perform under this contract. Adequate levels of supplies are to be maintained at all times. At least one-half roll of toilet paper should be in evidence on each spindle at all times.

NOTE: Toilet paper requested per this contract is for a double ply (Similar to Scott or Charmin). Recycled supplies shall not be used for any location.

All supplies and materials furnished by the Contractor are subject to prior approval by the Department. A list of all supplies and equipment to be used pursuant to this contract and the appropriate Material Safety Data Sheets (MSDS) shall be submitted to the Contract Officer. On a quarterly basis the Contractor shall provide a quantified listing of all supplies and paper products used pursuant to this contract. This report shall be forwarded to the Contract Officer and become part of the contract file.

Custodial supply areas will be available and shall be kept in a neat manner by the Contractor. The supply area and equipment shall be kept free of any offensive odor. All materials and supplies shall be stored in an orderly manner.

All equipment and supplies shall conform to **ALL** current Federal, State, local, EPA and OSHA rules and regulations.

The information stated in Paragraph 1.1, Work Locations, is provided as an estimated usage amount to assist you in your offer. It may not be an accurate account.

1.13 **SUPERVISION**

The Contractor shall provide the Department with the names and telephone numbers of a Job Manager or Working Supervisor. The Supervisor shall be responsible for the competent performance of all custodial services pursuant to this contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel to be used on this contract are to be provided to the Contract Officer.

The Contractor shall make available to the Site Coordinators, pager/cell phone numbers of the Job Manager/Working Supervisor. It is the responsibility of the Contractor to be assured that all employees assigned to work are instructed in the operation of the alarm system. Contractor shall be charged for false alarms caused by Contractor employees.

1.14 **INSPECTION**

Custodial Checklists (Exhibit 1) shall be posted per the Site Coordinator(s). The checklist shall be used by the Contractor to check off all of the required tasks and note any comments. The checklist will be signed and dated by the Contractor (or a designated employee) on the day that it is completed. The Site Coordinator(s) will sign and date the checklist acknowledging he/she has reviewed the checklists. The Contractor shall provide the Custodial Checklists and Communication logs to the Site Coordinator(s) at each location.

A minimum of every three months (or as needed) the Contractor shall be accompanied by a Site Coordinator(s) during the normal daytime work shift to complete the checklist. A copy of the checklist shall be forwarded to the Site Coordinator(s) and the Contract Officer and will become part of the contract file.

A Communication Log (Exhibit 2) shall be posted at each location in a place specified by the Site Coordinator(s). The log shall be used to write down any discrepancies noted by the Site Coordinator(s). The Contractor shall read the log at the beginning of each workday and enter the date, his/her initials, and any comments when the discrepancy is remedied. The Site Coordinator(s) will initial and date their approval of the work.

In the event service performed is unsatisfactory or is **NOT** in accordance with the specifications the Contractor shall, upon notification by the Site Coordinator(s), cause the Department facilities to be serviced immediately without additional cost to the Department.

For failure by the Contractor to provide routine custodial service as specified by the contract, the Department may deduct the prorated share of the unclean areas from any payments due, based on the Contractor's daily rate quoted in the Bid Price Sheet. This provision is to be used **ONLY** after contacted by the Contract Officer and/or Site Coordinator when the Contractor does not promptly correct the work or there are continuous, documented deficiencies in the Contractor's performance.

The Contractor shall post the approved monthly and quarterly work schedules at each location. Changes shall be in writing to the Site Coordinator(s) for prior approval, then posted.

All MSDS (Material Safety Data Sheets) shall be posted by the Contractor at each location in an agreed upon location by the Site Coordinator(s).

1.15 **STANDARDS OF PERFORMANCE**

These standards are minimum recommendations and do not replace or supersede the latest industry standards of material and equipment manufacturer's recommendations.

Dusting Standards

Dusting cloths and equipment used shall be clean. Dust cloths shall be treated to avoid scattering of dust. Hard rubbing shall be avoided as oil streaks may be left. Desks, file cabinets and bookcases shall be dusted without moving any papers, books, etc. Office equipment, such as typewriters, adding machines, computers and similar instruments shall not be dusted.

Surfaces shall be free from dust after dusting is completed. Dust shall be removed and not scattered around the room. No feather dusting.

Sweeping Standards

Resilient and wood floors shall be swept with a clean broom,

Concrete floors shall be swept with a bristle floor brush, with sweeping compound where applicable or treated mops if surface has been finished.

Floors shall show no dust or dirt streaks and no dust or dirt shall be left behind and under radiators, furniture, pipes, benches, work tables, doors, corners, or any other object that is not installed or securely fastened in place.

Baseboards, furniture and equipment shall not be disfigured or smeared by tools and materials used in performances of the work.

Gum and similar substances shall be removed from floors

Sweeping compounds shall not be used on "waxed" floors

Washing Standards

The detergent shall be a neutral detergent that will remove the dirt involved. Only small areas of floors shall be mopped, rinsed and dried at one time, and in such a manner that the least amount of water necessary to do the job is used. Water shall be left on floors just long enough to loosen the dirt. Wash

and rinse water shall be changed frequently. Floors shall be clean and free from film, mop streaks and scuff marks. Hard to reach places shall be washed by hand. Gum and similar substances shall be removed by hand.

Water seepage under baseboards, bumping baseboards, corners of furniture and splashing water on walls, baseboards or furniture shall not be permitted.

Buffing Standards

All buffing shall be to hard luster finish with disk-type floor machines

Carpet Cleaning Standards

All carpet areas shall be vacuumed as specified. All light furniture shall be moved for vacuuming and replaced in its original position taking care not to disturb work or projects.

Scrubbing and Stripping Standards

Scrubbing and stripping shall be performed using a disk-type floor machine equipped with driving assembly and using the proper cleaning scrubbing pad. A minimum amount of water containing a neutral detergent for washing or a stripping solution for stripping shall be used. Hard to reach places shall be done by hand with a scrubbing brush or pad. The Contractor shall not use any solution, equipment or pads that will damage floors.

Water seepage under baseboards, bumping baseboards, corners or furniture and splashing of water on walls, baseboards or furniture shall not be permitted.

Floor shall have all finish marks and substances of any kind removed.

Finish Standards (After Stripping)

Two coats of floor finish shall be applied with a clean applicator. The first coat shall be thoroughly dry, shall be buffed in accordance with manufacturer's instructions and "buffing standards".

No heavy accumulations of finish around walls, under furniture, radiators, etc., will be permitted. If accumulated, it shall be removed and the area refinished.

Any water, wax or finish splashed on furniture, office equipment, walls or baseboards shall be removed immediately.

Only non-skid wax may be applied on floors requiring waxing.

Toilet Room Cleaning Standards

Every toilet, urinal, lavatory, sink, fixture and floor shall be properly cleaned each day.

Toilet bowl exteriors shall be washed, disinfected and wiped clean. Toilet bowl interiors and undersides of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working brush as far into the trap as it will reach. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent.

Urinal exteriors shall be washed, disinfected and wiped clean. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet brush cleanser. Urinals shall be flushed after cleaning to rinse.

Chrome-plated hardware shall be cleaned with a non-abrasive, non-acidic product manufactured for this type of work.

Toilet Room Floors - Washing

Washing shall be performed with suitable disinfectant cleanser, and ample solution shall be allowed to remain on the floor until all dirt has been loosened and where required, it shall be mopped with the heel of the mop, using enough pressure to remove stubborn dirt and scuffs. Care shall be taken to insure that all edges and corners have been cleaned. The washing solution shall be picked up or squeegeed to the drain and floor shall be thoroughly clear-water rinsed, disinfected and mopped dry.

No wax is to be applied to ceramic tile.

Toilet Room Mirrors & Shelves

Mirrors, shelves and miscellaneous fixtures shall be cleaned thoroughly, using non-abrasive cleaner.

Walls and Toilet Partitions

Walls and toilet partitions shall be spot washed with a neutral cleaner. Grout joints shall be scrubbed with a soft bristle brush. Cleaning solution shall be rinsed off and walls shall be dried to a high luster, free from streaks and soap film. No wax is to be applied to ceramic tile.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://www.spirit.az.gov/Applications/Spirit/SR.nsf> or contact Hector Rojas at (602) 712-8584.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 TERM OF CONTRACT

The term of any resultant contract shall commence on the effective day of award and shall continue for a period of twelve months (12) thereafter, unless terminated, canceled or extended as otherwise provided herein.

3.2 CONTRACT EXTENSION

By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months or fifty thousand dollars (\$50,000.00), whichever comes first.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.

3.3 CHANGES

The Department reserves the right to revise the delivery and schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract.

3.4 EVALUATION

In accordance with the Arizona Procurement Code §41-2535, awards shall be made to the responsible bidder submitting the quotation, which is most advantageous to the State and conforms to the requirements and criteria set forth in this Electronic Request for Quote (ERQ).

Specific factors that will be considered by the Department include, but are not limited to:

Technical capability of the contractor to accomplish the scope of work required in the Invitation for Bid. This includes performance history on past and current contracts of similar scope and size, including those contract held with the Department. References and Vendor Performance Reports will be utilized for this purpose.

Contractor's demonstrated ability to provide the necessary labor forces (both supervisory and operational personnel) and necessary equipment to accomplish the Specifications in the Invitation for Bid. References and Vendor Performance Reports will be utilized for this purpose.

3.5 ELIGIBLE AGENCIES

Any contract resulting from this ERQ shall be for the exclusive use of the agency designated on the cover sheet of this document.

3.6 NON-EXCLUSIVE CONTRACT

Any contract resulting from this ERQ shall be awarded with the understanding and agreement that it is for the sole convenience of the Department. The Department reserves the right to obtain like goods or services from another source when necessary. Off-Contract Purchase Authorization may only be approved by the Chief Procurement Officer.

Approval shall be at the discretion of the Chief Procurement Officer and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the Arizona Procurement Code.

3.7 INVOICING

Upon satisfactory acceptance by the Department, an invoice shall be submitted by the Contractor to the Site Coordinators. All invoices shall contain the contract name (brief description of services rendered), Purchase Order number, contract number, contractor's name, address and phone number and the name of the contractor's representative to contact concerning billing questions.

The contractor shall be paid monthly in arrears generally within 30 days of receipt of the invoice. Contractor shall submit invoices to:

**Arizona Department of Transportation, Motor Vehicle Division,
Attn: Ed
P.O. Box 2100, 509M
Phoenix, AZ 85001-2100**

3.8 PROMPT PAYMENT DISCOUNT

Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the offer for the purposes of evaluating that price (See Attachment 1, Price Sheet).

3.9 PRICE REDUCTION

A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.

3.10 PRICE ADJUSTMENT

The Department will review **fully documented** requests for price increase after any contract has been in effect for twelve (12) months. Fully documented means that the request shall present detailed information and calculations which makes it clear how the claimed increase has an impact on the contract unit prices. All assumptions regarding cost factors that have an impact on the requested increase shall also be clearly identified and justified. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The Department will determine whether the requested price increase or an alternate option, is in the best interest of the State.

3.11 SAFETY STANDARDS

All items supplied under this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, the Arizona Department of Environmental Quality and the National Fire Protection Association Standards.

3.12 VENDOR REGISTRATION

Prior to issuance of a Purchase Order and subsequent payment, the Contractor shall have a completed STATE OF ARIZONA SUBSTITUTE W-9 FORM, **Attachment 6** on file with the Procurement Group. No payments shall be made until the form is on file.

3.13 CONTRACT ADMINISTRATION

For information regarding the Uniform and Special Terms and Conditions, and Specifications referenced in this ERQ contact:

Hector Rojas
Contract Officer
(602) 712-8584

Following award, the contractor shall contact the Procurement Group for guidance or direction in matters of contract interpretation or problems regarding the terms, conditions or scope of the contract. Only the Contract Officer or his/her authorized designee is authorized to change or amend the specific terms, conditions or provisions of the agreement.

3.14 NOTICES

All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (for the purposes of this provisions collectively called "Notices"), shall be in writing and shall be sent by registered or certified United States mail, return receipt requested, postage prepaid, addressed to the party or parties to receive such notice as follows:

- a. If intended for the State, to:

Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Attention: Hector Rojas, Contract Officer

- b. If intended for the contractor, to:

The Contractor Name
Address
City, State, Zip
Attention:

Or to such other address as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so mailed shall be deemed to have been given as of the date such notice is received as shown on the return receipt. Furthermore, such notice may be given by delivering personally such notice, if intended for the State, to the Arizona Department of Transportation, Chief Procurement Officer and, if intended for the contractor, to the person named on the Offer & Contract Award of this contract, or to such other person as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so delivered shall be deemed to have been given as of the date such notice is personally delivered to the other party.

3.15 REFERENCES

The bidder shall, on **ATTACHMENT 3**, provide references from at least three (3) organizations for which services of similar size and scope have been provided in the past thirty six (36) months.

3.16 SUBCONTRACTORS

The Contractor shall not enter into any Subcontract under this Contract for the performance of this contract without the advance written approval of the Procurement Officer.

SOLICITATION REFERENCE NO. T07-12-00006

The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract. All proposed Subcontractors shall be licensed in accordance with the State of Arizona contractor licensing requirements and must meet the licensing requirements if any set forth in this ERQ.

3.17 CANCELLATION FOR POSSESSION OF WEAPONS ON ADOT PROPERTY

This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

3.18 OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3.19 INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees

(hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

3.20 **INSURANCE**

Within **five (5)** days of notification, the offeror shall submit a copy of the attached Certificate of Insurance or an ADOT approved alternate form showing insurance in the following amounts to:

Arizona Department of Transportation, Procurement Group
Attention: Hector Rojas
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007

A MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$1,000,000
• Products – Completed Operations Aggregate	\$ 500,000
• Personal and Advertising Injury	\$ 500,000
• Blanket Contractual Liability – Written and Oral	\$ 500,000
• Fire Legal Liability	\$ 25,000
• Each Occurrence	\$ 500,000

a. Policy shall be endorsed to **include master key coverage.**

The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any/all owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) 500,000

a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.***

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$500,000
Disease – Each Employee	\$500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent by certified mail, return receipt requested and shall be sent directly to:

Arizona Department of Transportation, Procurement Group
Attention: Hector Rojas
1739 West Jackson Street, Suite A MD 100P
Phoenix, AZ 85007

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to:

Arizona Department of Transportation, Procurement Group
Attention: Hector Rojas
1739 West Jackson Street, Suite A MD 100P
Phoenix, AZ 85007

The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors, as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

3.21 POST AWARD CONFERENCE

After award of this bid, the Contractor shall be required to participate in a post award conference with the site coordinators for each location for the purpose of ensuring a complete understanding of the requirements of the contract. The Site Coordinator(s) and Contractor shall discuss how to use the Custodial Checklists and Communication Logs and where they will be located at the work site.

The Site Coordinator(s) shall make arrangements with the out-going janitorial Contractor to facilitate the transfer of building keys to the in-coming janitorial Contractor.

The Site Coordinator(s) shall discuss security arrangements, procedures, and passwords for secured buildings, if applicable.

3.22 REQUIRED POST AWARD INFORMATION

Within five (5) days of notification by the Contract Officer, the Contractor shall provide to the Contract Officer:

- A proposed work schedule to accomplish the services pursuant to this contract. This schedule shall be set on an annual calendar identifying the task. This schedule shall be subject to the Department approval. Thereafter, significant changes in the Contractor's schedule must be submitted in writing to the Site Coordinator(s) for approval prior to implementation.
- Names of all personnel performing services at each location.
- A list of supplies and equipment to be used pursuant to this contract.
- The appropriate Material Safety Data Sheets (MSDS).

3.23 EMPLOYEES OF THE CONTRACTOR

No one except authorized employees of the Contractor are allowed on the premises of the Department buildings. Contractor employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. Under no circumstances are minor children to be allowed on State property in the course of the Contractor's work schedule.

All Contractor employees shall wear identification badges or uniforms at ALL times.

3.24 REMOVAL OF CONTRACTOR'S EMPLOYEES

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The Department may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the Department.

3.25 KEY PERSONNEL

It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without the written concurrence of the Procurement Officer.

If one of the key personnel is unavailable for work under this contract for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Procurement Officer, and shall, subject to the concurrence of the Procurement Office, replace such personnel with personnel of substantially equal ability and qualification.

3.26 RESTRICTIONS

Minimum age of janitorial workers shall be sixteen (16) years. Any workers under eighteen (18) years of age shall observe evening hour limitation designated by law.

Contractor employees with felony convictions are precluded from performing under this agreement.

3.27 FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

3.28 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall furnish all necessary labor, tools, equipment and supplies to perform the required services at the designated locations.

The Site Coordinator or their authorized representative shall decide all questions that may arise as to the quality and acceptability of any work performed under the contract.

In the event that work performance is unsatisfactory, the Contractor will be notified by the Department and given a stated amount of time to correct the work.

The Department reserves the right to complete the work to its satisfaction and deduct the cost from any monies due to the Contractor if the work is NOT corrected within the allotted time frame.

The Contractor shall perform the work so as to minimize disruption to the normal operation of any household or business at and around the project location. Upon completion of work the Contractor shall be responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.

The Contractor's job supervisor and additional personnel as deemed necessary by the Site Coordinator or his designated representative, shall be literate and fluent in the English language. This is not meant to require that all Contractor personnel speak, read and write English. Most tasks may require only the job supervisor, crew leader or crewmember to speak, read and write English. This requirement is necessary due to the following reasons that include, but are not limited to:

Warnings of emergencies and hazards.

Preparation of reports.

Communication with Department personnel and tenants.

Due to the significance of the above listed reasons, the English requirement is being made with the intent that communications between the Contractor representatives and Department personnel, and between the Contractor representatives and the public will be understood.

The Contractor shall carry on the operation in such a manner that the Contractor does not damage existing grounds, buildings, landscaping, utilities, highway markers, or other structures. In the event damage occurs to Department property or any adjacent property by reason of any operations performed under this contract, the Contractor shall replace or repair the same at no cost to the State and as directed by the Department. If damage caused by the Contractor has to be repaired or replaced by the Department, the cost of such work shall be deducted from the monies due the Contractor.

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://www.SPIRIT.az.gov/Applications/Spirit/SR.nsf> or contact Hector Rojas at (602) 712-8584.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

Complete and return all required information to the location indicated on the ERQ, page one (1) by the time indicated. Responses may be faxed to: (602) 712-8647, Attention: Hector Rojas. Responses must be in writing and signed.

- **Complete and return the following:**
 - **PRICE SHEET**
 - **OFFER & CONTRACT AWARD SHEET**
 - **BIDDER'S ORGANIZATION AND QUALIFICATIONS FORM (including all required documentation)**
 - **SUBSTITUTE W-9 FORM**
 - **ALL AMENDMENTS, IF APPLICABLE**

FEDERAL IMMIGRATION AND NATIONALITY ACT

By submission of the offer, the offeror warrants that both it and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance during the evaluation process. Should the State request evidence of compliance, the offeror shall have 5 days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the offer not being considered for contract award.

OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

5.1 PRICE SHEET (ATTACHMENT 1) RATE INFORMATION

Fixed Monthly Rate

The Fixed Monthly Rate for each Location shall include all necessary labor, equipment, and supplies to perform the services as stated within this ERQ. The rate for service for one (1) month shall be entered in the Unit Price Column. This amount shall be multiplied by the quantity twelve (12) shown on the Price Sheet to arrive at the price for this service that shall be entered in the Extended Price Column.

Fixed Quarterly Rate for Carpet Shampooing – Extraction (if applicable)

The Fixed Quarterly Rate shall be submitted as price per quarter. The rate for one (1) quarter shall be entered in the Unit Price Column and multiplied by the quantity four (4) on the Price Sheet to arrive at the Extended Price.

Daily Rate

This rate shall be submitted for each location(s) bid. It will be used to deduct a prorated cost for failure to perform routine custodial service.

Rate for Extra Carpet Shampooing

This rate shall be submitted as price per square foot.

Rate for Additions and/or Deletions

This rate shall be submitted as price per square foot for the services specified. It will be used to compute the *new monthly rate* if the building is renovated and has more or less square footage than previously. It may also be used to add any additional Locations within the same geographical area and providing the same services, labor, equipment and supplies. **Therefore, the bid price per square foot should take into consideration ALL necessary labor, equipment, and supplies to perform the services/supplies to an additional location.**

Rate for Extra Labor Hourly Rate

This rate shall be submitted as price per hour and shall be used for additional work outside of the scope of the contract such as a special cleaning for a Grand Opening or additional cleaning due to

adverse weather. The Contractor shall give the Site Coordinator(s) the number of hours to complete the requested work and use the Extra Labor Hourly Rate to compute the amount for billing purposes.

The Total Gross Bid

This total shall consist of the Extended Prices for the Fixed Monthly Rates and Fixed Quarterly Rates for Carpet Shampooing only.

EXHIBIT 1 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

Put "X" when completed	DESCRIPTION
REQUIRED DAILY SERVICES	
OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all mats.
	Damp mop floors and use disinfectant/germicidal solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments.
	Vacuum all carpeted areas to include along baseboards, corners and under desks. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic.
	Machine buff high traffic areas.
	Thoroughly clean all glass partitions, bldg entry/exit doors, all glass/plexiglass furniture surfaces, interior/exterior glass doors.
	Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces.
	Empty, clean and damp wipe all cigarette urns and ashtrays if applicable. (refill with sand as needed)
	Clean & sanitize phones.
	Clean all spillage spots from resilient floors. Damp mop and use germicide/disinfectant
	Empty and clean all wastebaskets & recycle wastebaskets. Replace plastic liners as necessary.
	Remove all boxes, cans and papers placed near trash receptacles.
	Empty, clean, damp wipe pencil sharpeners
	Clean, sanitize and polish all drinking fountains.
	Dust all furniture, artificial plants, equipment, walls (wipe off as necessary), door frames, cabinets, files, light fixtures, fans, air duct vents, and all cob webs.
	Clean Break room and/or Lounges: Clean & disinfect sinks, trash receptacle. Clean <u>outside</u> of microwave, refrigerator, and stove. Clean countertops, furniture and cabinets with approved supplies.
CONTRACTOR EMPLOYEE SIGNATURE	
DATE COMPLETED	
SITE COORDINATOR SIGNATURE	
DATE	

SOLICITATION REFERENCE NO. T07-12-00006

CUSTODIAL CHECK LIST

Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

[illegible]

SOLICITATION REFERENCE NO. T07-12-00006

CUSTODIAL CHECK LIST

Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

Put "X" when completed	DESCRIPTION
<p align="center">REQUIRED MONTHLY SERVICES</p> <p align="center">OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING</p>	
	Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, remove cobwebs from high corners, vents, light fixtures etc.
	Clean all window blinds, drapes, and upholstered furniture, include all chairs, sofas, and lobby and/or lounge furniture.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

SOLICITATION REFERENCE NO. T07-12-00006

**EXHIBIT 1
CUSTODIAL CHECK LIST**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

Put "X" when completed	DESCRIPTION
REQUIRED QUARTERLY SERVICES OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Thoroughly clean all doors, walls, baseboards, ledges, counter tops, partitions, light fixtures and heating/cooling vents.
	Shampoo all carpets and mats.
	Strip and wax all floors. Use non-skid wax only, and buff
	Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables
	Clean interior and exterior windows – remove and reattach all blinds, screens or similar items as necessary to appropriate windows
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

SOLICITATION REFERENCE NO. T07-12-00006

<p>EXHIBIT 1</p> <p>CUSTODIAL CHECK LIST</p>
<p>ARIZONA DEPARTMENT OF TRANSPORTATION</p> <p>Procurement</p> <p>1739 West Jackson Street, Suite A MD 100P</p> <p>Phoenix, Arizona 85007-3276</p> <p>Phone: (602) 712-7211</p>
<p>SOLICITATION NO. T07-12-00006</p>

[illegible]

25 of 38

EXHIBIT 1
CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

Put "X" when completed	DESCRIPTION
REQUIRED MONTHLY SERVICES	
RESTROOMS	
	Pour bucket of water with disinfectant solution in floor drain.
	Clean undersides of basins, including hardware, using stainless steel cleaner or metal polish.
	Thoroughly clean all walls and toilet partitions with high-strength detergent.
	Dust or vacuum all vents and areas around vents.
	Buff all floors.
	Descale all toilet bowls, urinals, and showers.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

SOLICITATION REFERENCE NO. T07-12-00006

CUSTODIAL CHECK LIST

SOLICITATION NO. T07-12-00006

Put "X" when completed	DESCRIPTION
REQUIRED QUARTERLY SERVICES	
RESTROOMS	
	Perform high dusting, vents, window ledges, corners, light fixtures, etc.
	Strip and wax floors.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

**EXHIBIT 2
COMMUNICATION LOG**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

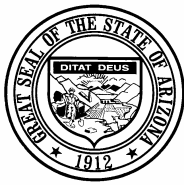
DATE	TOPIC/SUBJECT	DATE COMPLETED	VENDOR INITIALS	S.C. INITIALS/ APPROVAL DATE

LOCATION:

ADOT COORDINATOR:

DATE:

SOLICITATION REFERENCE NO. T07-12-00006



STATE OF ARIZONA CERTIFICATE OF INSURANCE

STATE AGENCY/DEPT.: ARIZONA DEPARTMENT OF TRANSPORTATIONPROJECT TITLE: Janitorial Services for the Kingman POECONTRACT NUMBER: T07-12-00006

PRODUCER	COMPANIES AFFORDING COVERAGE	CURRENT A.M. BEST RATING
INSURED	A	
	B	
	C	
	D	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS (,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS-COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE(ANY ONE FIRE) MED.EXPENSE(ANY ONE PERSON) \$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE \$
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT \$ DISEASE-EACH EMPLOYEE \$
	BUILDERS RISK				
	OTHER:				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSURED. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER / ADDITIONAL INSURED	AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY
State of Arizona Arizona Department of Transportation 1739 West Jackson Street, Suite A MD 100P Phoenix, AZ 85007-3276	SIGNATURE _____ DATE: _____

**ATTACHMENT 1
PRICE SHEET
SOLICITATION NO. T07-12-00006**



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



LOCATION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1. Kingman POE, Janitorial Services per Specifications				
Fixed Monthly Rate	12	MO	\$ _____	\$ _____
Fixed Qtrly Rate for Carpet Shampooing	4	QTR	\$ _____	\$ _____
TOTAL GROSS BID				\$ _____

Additional Charges for any and/or all locations:

- | | |
|--|----------------------|
| 2. Daily Rate for Kingman POE | \$ _____ |
| 3. Rate for Extra Carpet Shampooing-Extraction | \$ _____/Square Foot |
| 4. Rate for Additions and/or Deletions | \$ _____/Square Foot |
| 5. Rate for Extra Labor Hourly Rate | \$ _____/ Hour |

Company Name

Company Representative

IF PAYMENT IS MADE WITHIN _____ DAYS AFTER RECEIPT OF GOODS OR SERVICES, THE ABOVE QUOTED PRICE CAN BE DISCOUNTED BY _____%.

ATTACHMENT 2 - OFFER AND CONTRACT AWARD



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



SOLICITATION NO. **T07-12-00006**

Submit this form with an original signature to the State.

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this ERQ and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Federal Employer Identification

No.: _____

For clarification of this offer, contact:

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

SMALL BUSINESS CERTIFICATION

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.R.S. 41-2535.

Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

SOLICITATION REFERENCE NO. **T07-12-00006**

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

Janitorial Services for the Kingman Port of Entry (POE)

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____ 2006

Hector Rojas

As Procurement Officer and not personally

ATTACHMENT 3 REFERENCES

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

PLEASE LIST THE NAME, ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER FOR THREE (3) ORGANIZATIONS FOR WHOM YOUR COMPANY HAS PROVIDED SERVICES OF A SIMILAR SIZE AND SCOPE WITHIN THE PAST 36 MONTHS. These references will be checked, so please make sure all information is accurate and current.

A. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

B. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

C. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

SOLICITATION REFERENCE NO. T07-12-00006

ATTACHMENT 4
BIDDER'S ORGINAZATION

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

INSTRUCTIONS:

Bidders shall complete each item, using attachments where necessary. Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of bidders as unresponsive.

1. If other than a government agency

- A. When was the bidder's firm formed? _____
- B. If the bidder's firm is incorporated, provide a list of the names and addresses of the Board of Directors.
- C. Provide a current organizational chart, setting forth lines of authority, responsibility, and communications in accordance with the policies of the governing body.

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 2. <u>Administrative Agent</u> | | |
| Is the bidder acting as an administrative agent for any other agency, firm, or governmental agency? <i>(If YES, provide a description of the relationship in both, legal and functional aspects.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 3. <u>Civil Rights Compliance Data</u> | | |
| Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to the bidder's business activities? <i>(If YES, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 4. <u>Prior Felony Conviction(s)</u> | | |
| Has the bidder, its major stockholders with a controlling interest, employee's or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? <i>(If YES, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|--|--------------------------|--------------------------|
| 5. <u>Suspension or Exclusion From Federal or State Program(s)</u> | | |
| Has the bidder ever been suspended or excluded from any Federal or State Government program for any reason? <i>(If YES, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 6. Does the bidder have sufficient funds to meet obligations on time under the contract while awaiting payment from ADOT? <i>(If NO, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

- | | | |
|--|--------------------------|--------------------------|
| 7. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five (5) years? <i>(If YES, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

SOLICITATION REFERENCE NO. T07-12-00006

ATTACHMENT 4
BIDDER'S ORGINAZATION

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

- | | | <u>YES</u> | <u>NO</u> |
|----|---|--------------------------|--------------------------|
| 8. | Has the bidder or the bidder's firm terminated any contracts, had any contracts terminated, or been involved in contract lawsuits? <i>(If YES, provide an explanation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Does the bidder, its staff, relatives, or voting members of the Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. 38-502, Conflict of Interest) in any contract, sale, Purchase or service involving ADOT? <i>(If YES, provide a full explanation of the situation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

ATTACHMENT 5
BIDDER'S QUALIFICATIONS

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-12-00006

INSTRUCTIONS

The bidder's experience in performing work similar to those stated in this ERQ is important. The bidder shall provide sufficient information to demonstrate its experience.

1. Name of firm/individual and type of business: _____

2. Address and telephone number:

(Street Number)

(City and State)

(Zip Code)

(Telephone Number)

(Fax Number)

3. Provide an overview of your firm that includes organizational structure, number and location of offices, the number of employees at each office location. Also indicate the extent and type of involvement of each office listed. Identify the office location from which a majority of the key personnel will be assigned to any resultant contract.

4. Briefly describe your firm's experience, expertise, and reliability in providing services called for in this ERQ's Scope of Work.

5. Designate an individual within your firm to function as a liaison between your firm and ADOT.

6. If the bidder's firm is a division or subsidiary of another firm, indicate below, the name and address of the parent firm. Also include a description of the working relationship between the bidder's firm and the parent firm. Specify what impact, if any, this relationship would have on the bidder's firm's ability to meet the requirements for services described in this ERQ.

(Firm's Name)

(Street Number)

(City and State)

(Zip Code)

SOLICITATION REFERENCE NO. T07-12-00006

DO NOT SEND TO IRS

Vendor MUST Print
or Type Information**STATE OF ARIZONA****SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM**

DO NOT SEND TO IRS

Vendor MUST Print
Or Type Information• Taxpayer Identification Number
(TIN)• TIN
Type☐ Employer Identification Number
(EIN)
☐ Social Security Number (SSN)• State of Arizona HRIS EIN
State of Arizona Employees ONLY• Legal Name
Must match TIN above

• Entity Type Select one of the following

- ☐ Corporation (NOT providing health care, medical or legal services) (5A)
☐ Corporation (providing health care, medical or legal services) (5M)
☐ Partnership, LLP (5T)
☐ PLLC, LLC (5C)
☐ Individual/Sole Proprietor (6I)
☐ The US or any of its political subdivisions or instrumentalities (2G)
☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)
☐ Tax-exempt organization under IRC §501 (5C)
☐ An international organization or any of its agencies or instrumentalities (5U)
☐ State of Arizona employee (1E)
☐ Other Non-Tax-Exempt Entity (5P)

• Minority Business Indicator Select one of the following

- ☐ Small Business (01)
☐ Small Business – African American (23)
☐ Small Business – Asian (24)
☐ Small Business – Hispanic (25)
☐ Small Business – Native American (27)
☐ Small Business – Other Minority (05)
☐ Small, Woman Owned Business (06)
☐ Small, Woman Owned Business - African American (29)
☐ Small, Woman Owned Business – Asian (30)
☐ Small, Woman Owned Business – Hispanic (31)
☐ Small, Woman Owned Business – Native American (33)
☐ Small, Woman Owned Business – Other Minority (11)
☐ Woman Owned Business (03)
☐ Woman Owned Business – African American (17)
☐ Woman Owned Business – Asian (18)
☐ Woman Owned Business – Hispanic (19)
☐ Woman Owned Business – Native American (21)
☐ Woman Owned Business – Other Minority (08)
☐ Minority Owned Business – African American (17)
☐ Minority Owned Business – Asian (32)
☐ Minority Owned Business – Hispanic (74)
☐ Minority Owned Business – Native American (15)
☐ Minority Owned Business – Other Minority (02)
☐ Non-Profit, IRC §501© (88)
☐ Non-Small, Non-Minority or Non-Woman Owned Business (00)

• Main Address Where tax information and general correspondence is to be mailed

DBA\Branch\Location

Address

Address continued

City

State

Zip code

• Remit to Address

☐ Same as Main

DBA\Branch\Location

Address

Address continued

City

State

Zip code

Contact Information

Name

Phone #

EXT

Fax

email

• Certification

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND
 3. I am a U.S. person (including U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup.

Signature

Title

Current Date

STATE OF ARIZONA **AGENCY** USE ONLY

VENDOR: DO NOT WRITE BELOW THIS LINE

AGY

Agency Authorization

Phone

Date

STATE OF ARIZONA **GAO** USE ONLY

VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

<input type="checkbox"/> IRS TIN Matching	<input type="checkbox"/> Corporation Commission	<input type="checkbox"/> HRIS	<input type="checkbox"/> Other	<input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>	
Vendor Number	<input type="text"/>	MC	<input type="text"/>	Processed by	<input type="text"/>	Date Processed	<input type="text"/>